

22 February 1983

MEMORANDUM FOR: Executive Assistant
Office of Personnel

FROM:

C/HRPS/OP

SUBJECT: Weekly Activities Report

1. On 16 February 1983 HRPS participated in a meeting between OP and O/Comp concerning the allocation of 132 additional FTE approved by OMB. At the meeting it was agreed that OP allocate the Agency staffing reserve from which O/Comp would apportion the new FTE. It was also agreed that the O/Comp would prepare a memorandum providing new FTE levels and requesting directorates to give OP the office levels.

2. Attended a 17 February DDA meeting on the OP portion of the DDA Supplement to the FY85 Program Call. At the meeting it was agreed that several important monetary factors that were not included in the FY84 package would be computed for the FY85 submission. OP agreed to provide the factors and textual justifications to DDA by 2 March 1983. *

3. The initial draft of the Agency Strategic Plan was reviewed on 17 February. Notes on the contents of the Plan were provided for D/Pers, but guidance concerning ExDir expectations on the form of an OP response was unavailable. *

4. Models of the DDI and DDO Directorate FTE plans were sent to the respective Senior Personnel Officers for each Directorate at their request. In addition, the NPIC Personnel Officer has requested that HRPS provide FTE modeling assistance to help them with thier manpower planning effort.

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